The Sponsorship Program and Career Information Management System (CIMS)

- How they work together to benefit your Command's program and the Sailor's transition

TOPICS

- Oversight
- Identifying losses and adding their contact information in CIMS.
- Identifying gains and viewing their contact information in CIMS.
- Designating a sponsor and adding their contact information in CIMS.

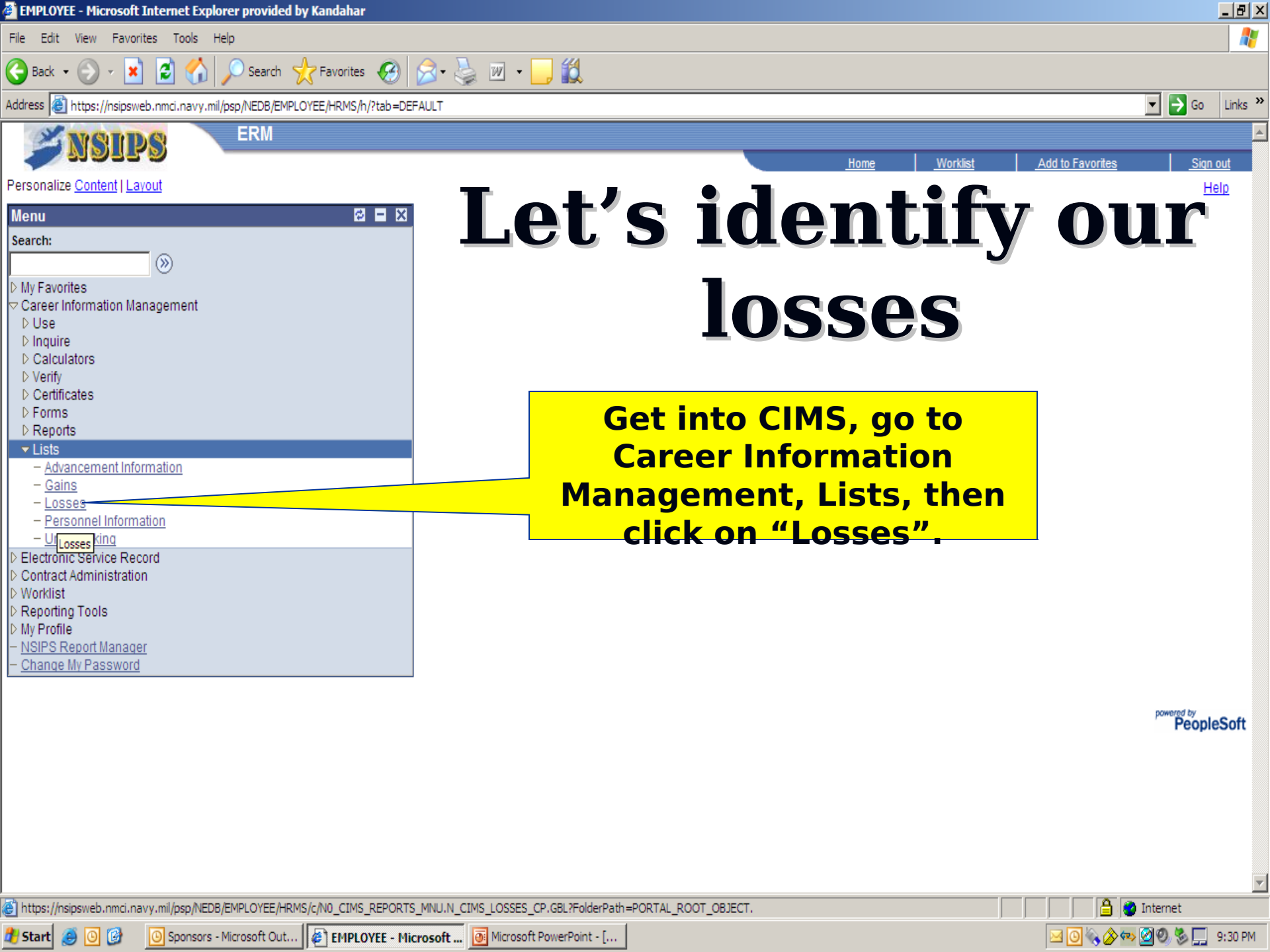
Oversight

- Sponsorship is a two way street.
- The gaining command is responsible for assigning a sponsor and providing contact information.
- They are also responsible for contacting any new gains and assisting with transition.
- The losing command can assist by providing the prospective losses contact information.
- CIMS allows you do this this but somehow it’s still disregarded by many. Why?

Oversight (cont)

- The following slides will explain how to do these simple tasks daily/weekly to ensure all Sailor's transferring have contact information in CIMS.

- This is only one small step in the Sponsorship Program. But it makes contact and communication a lot easier.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Advancement Information
Gains
Losses
Personnel Information
Losses
Electronic Service Record
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Worklist
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NSIPS Report Manager
Change My Password
Let's identify our losses
Get into CIMS, go to Career Information Management, Lists, then click on "Losses".
powered by PeopleSoft
https://nsipsweb.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/c/N0_CIMS_REPORTS_MNU.N_CIMS_LOSSES_CP.GBL?FolderPath=PORTAL_ROOT_OBJECT.
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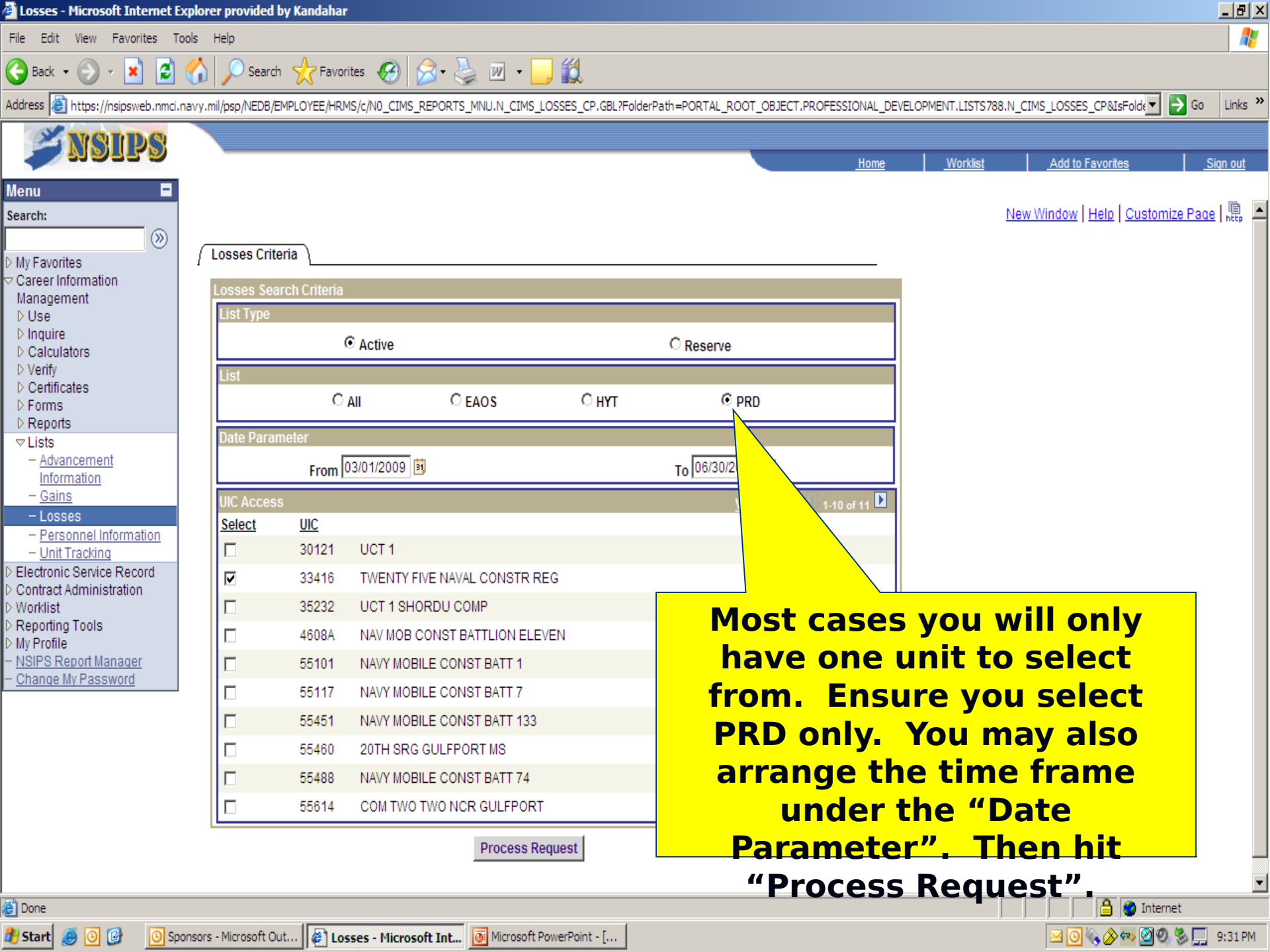
Losses - Microsoft Internet Explorer provided by Kandahar
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NSIPS Report Manager
Change My Password
New Window | Help | Customize Page
Losses Criteria
Losses Search Criteria
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PRD
Date Parameter
From 03/01/2009
To 06/30/2
UIC Access
1-10 of 11
Select UIC
30121 UCT 1
33416 TWENTY FIVE NAVAL CONSTR REG
35232 UCT 1 SHORDU COMP
4608A NAV MOB CONST BATTLION ELEVEN
55101 NAVY MOBILE CONST BATT 1
55117 NAVY MOBILE CONST BATT 7
55451 NAVY MOBILE CONST BATT 133
55460 20TH SRG GULFPORT MS
55488 NAVY MOBILE CONST BATT 74
55614 COM TWO TWO NCR GULFPORT
Process Request
Most cases you will only have one unit to select from. Ensure you select PRD only. You may also arrange the time frame under the “Date Parameter”. Then hit “Process Request”.
Done
Internet
Start
Sponsors - Microsoft Out...
Losses - Microsoft Int...
Microsoft PowerPoint - [...
9:31 PM

Losses - Microsoft Internet Explorer provided by Kandahar

File Edit View Favorites Tools Help

Back Search Favorites

Address https://nsipsweb.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/c/N0_CIMS_REPORTS_MNU.N_CIMS_LOSSES_CP.GBL?

Go Links

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Menu

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  - Losses
  - Personnel Information
  - Unit Tracking
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- My Profile
- NSIPS Report Manager
- Change My Password

Losses Criteria | PRD List

Hey!... What's that little icon?

Yes, it's the contact info icon which also means your Sailor has orders. Now you can enter their contact information.

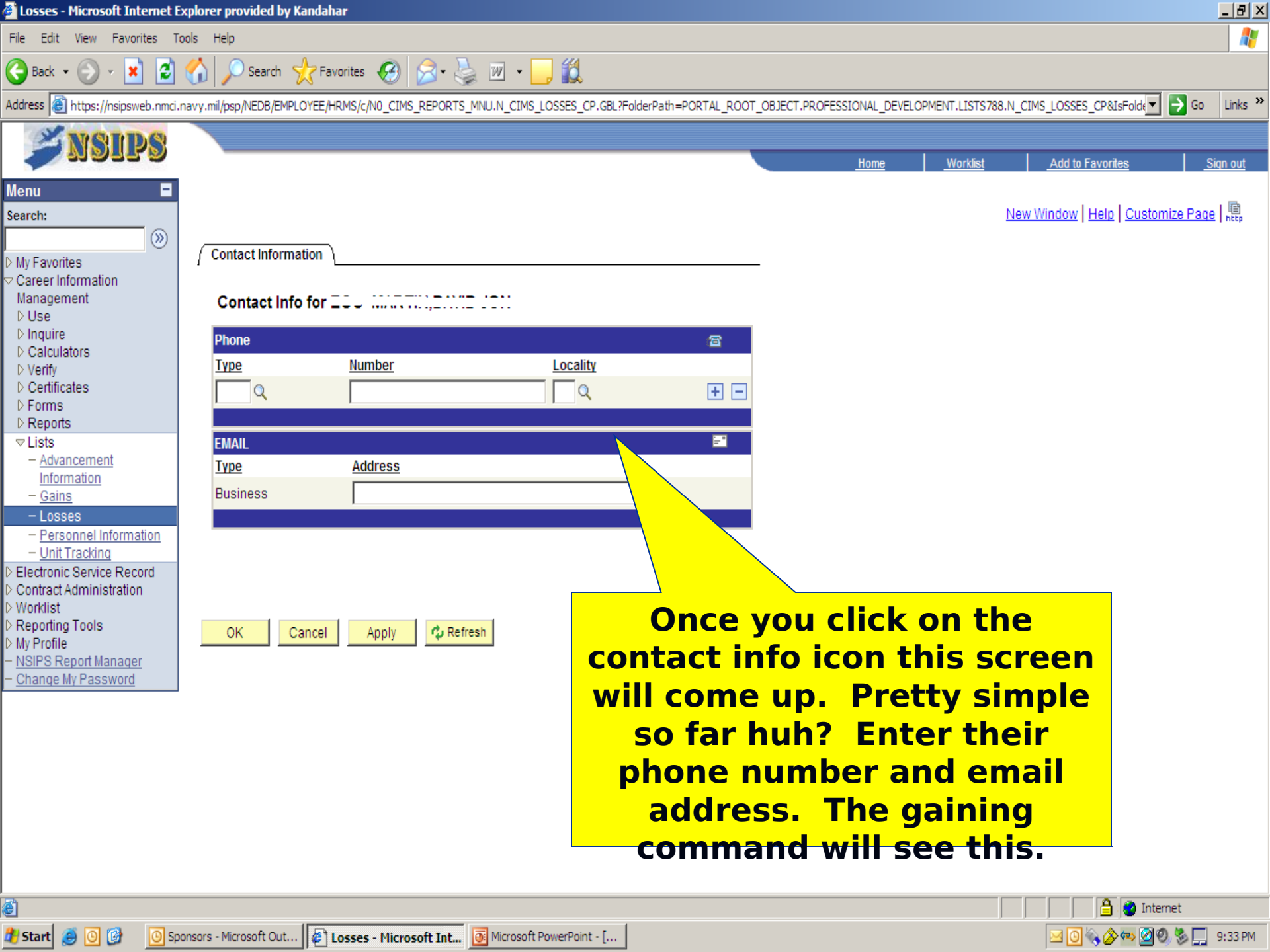
Active PRD Listing

UIC	Rank/Rate	Name	Contact Info	Dept	PRD	SEAOS	UIC	Detach Date	Sponsor Assigned
5	1				05/01/2009	01/17/2010			
5					06/01/2009	07/29/2009			
5					10/01/2009	12/10/2009			
5					08/01/2009	09/16/2009			
5					07/01/2009	05/22/2011	4	06/30/2009	
5					08/01/2009	10/08/2009			
5									
5									
5									
5									
5									
5									
5									
5									
5									
5					05/01/2009	11/01/2010		05/31/2009	
5					12/01/2009	12/12/2009			
5					06/01/2009	07/07/2012		05/31/2009	
5					09/01/2009	10/21/2013	4	04/30/2009	
5					01/01/2010	01/04/2013		07/31/2009	

Contact Info

Internet

Start | Sponsors - Microsoft Out... | Losses - Microsoft Int... | Microsoft PowerPoint - [... | 9:32 PM


Losses - Microsoft Internet Explorer provided by Kandahar
File Edit View Favorites Tools Help
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Go Links
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Electronic Service Record
Contract Administration
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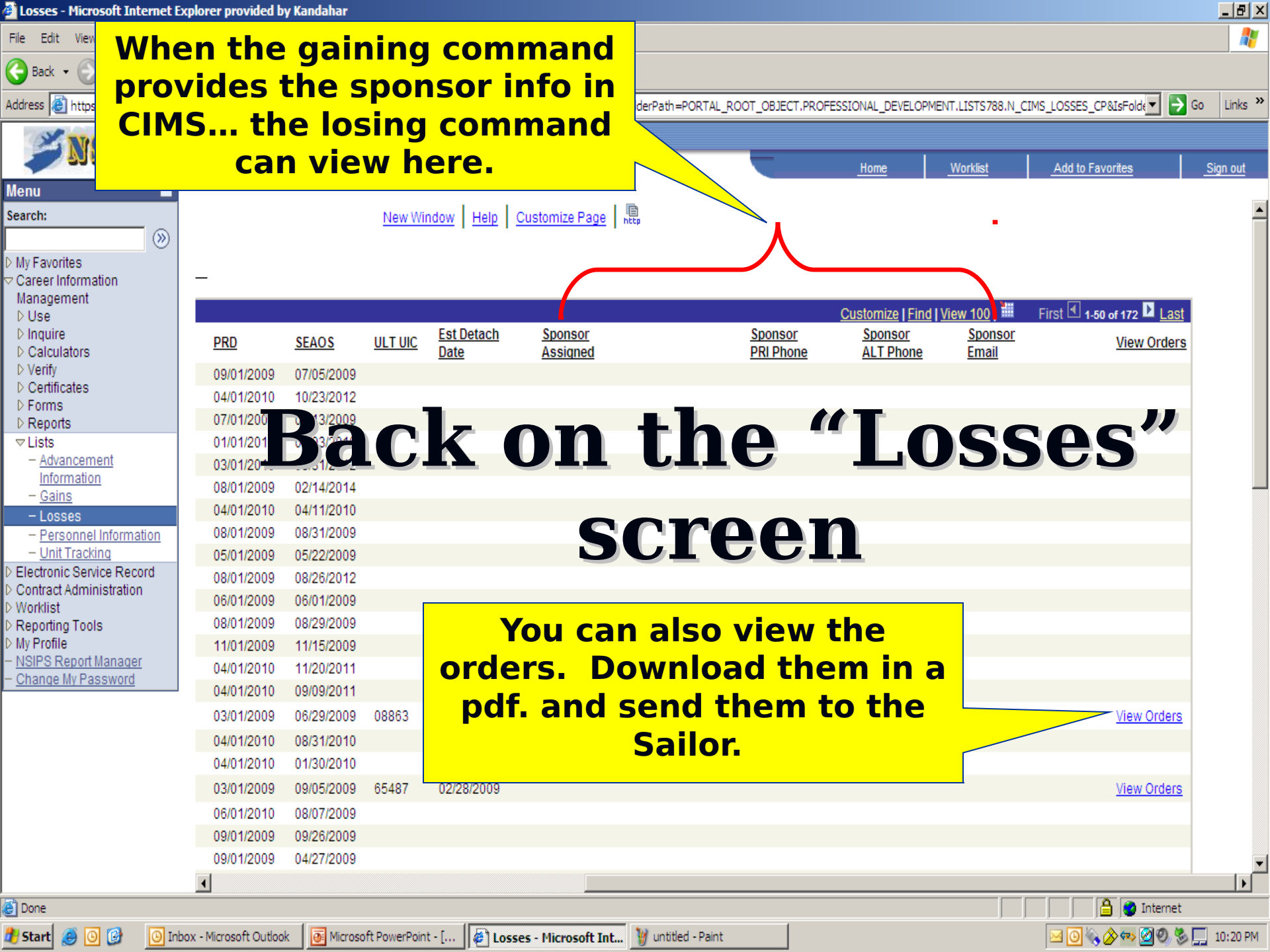
Change My Password
New Window | Help | Customize Page
Contact Information
Contact Info for
Phone
Type Number Locality
EMAIL
Type Address
Business
OK Cancel Apply Refresh
Once you click on the contact info icon this screen will come up. Pretty simple so far huh? Enter their phone number and email address. The gaining command will see this.
Internet
Start
Sponsors - Microsoft Out...
Losses - Microsoft Int...
Microsoft PowerPoint - [...
9:33 PM


When the gaining command provides the sponsor info in CIMS… the losing command can view here.
Back on the "Losses" screen
You can also view the orders. Download them in a pdf. and send them to the Sailor.
Losses - Microsoft Internet Explorer provided by Kandahar
Menu
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Contract Administration
Worklist
Reporting Tools
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Add to Favorites
Sign out
New Window | Help | Customize Page
Customize | Find | View 100
First 1-50 of 172 Last
PRD
SEAOS
ULT UIC
Est Detach Date
Sponsor Assigned
Sponsor PRI Phone
Sponsor ALT Phone
Sponsor Email
View Orders
09/01/2009 07/05/2009
04/01/2010 10/23/2012
08/01/2009 02/14/2014
04/01/2010 04/11/2010
08/01/2009 08/31/2009
05/01/2009 05/22/2009
08/01/2009 08/26/2012
06/01/2009 06/01/2009
08/01/2009 08/29/2009
11/01/2009 11/15/2009
04/01/2010 11/20/2011
04/01/2010 09/09/2011
03/01/2009 06/29/2009 08863
View Orders
04/01/2010 08/31/2010
04/01/2010 01/30/2010
03/01/2009 09/05/2009 65487 02/28/2009
View Orders
06/01/2010 08/07/2009
09/01/2009 09/26/2009
09/01/2009 04/27/2009
Done
Internet
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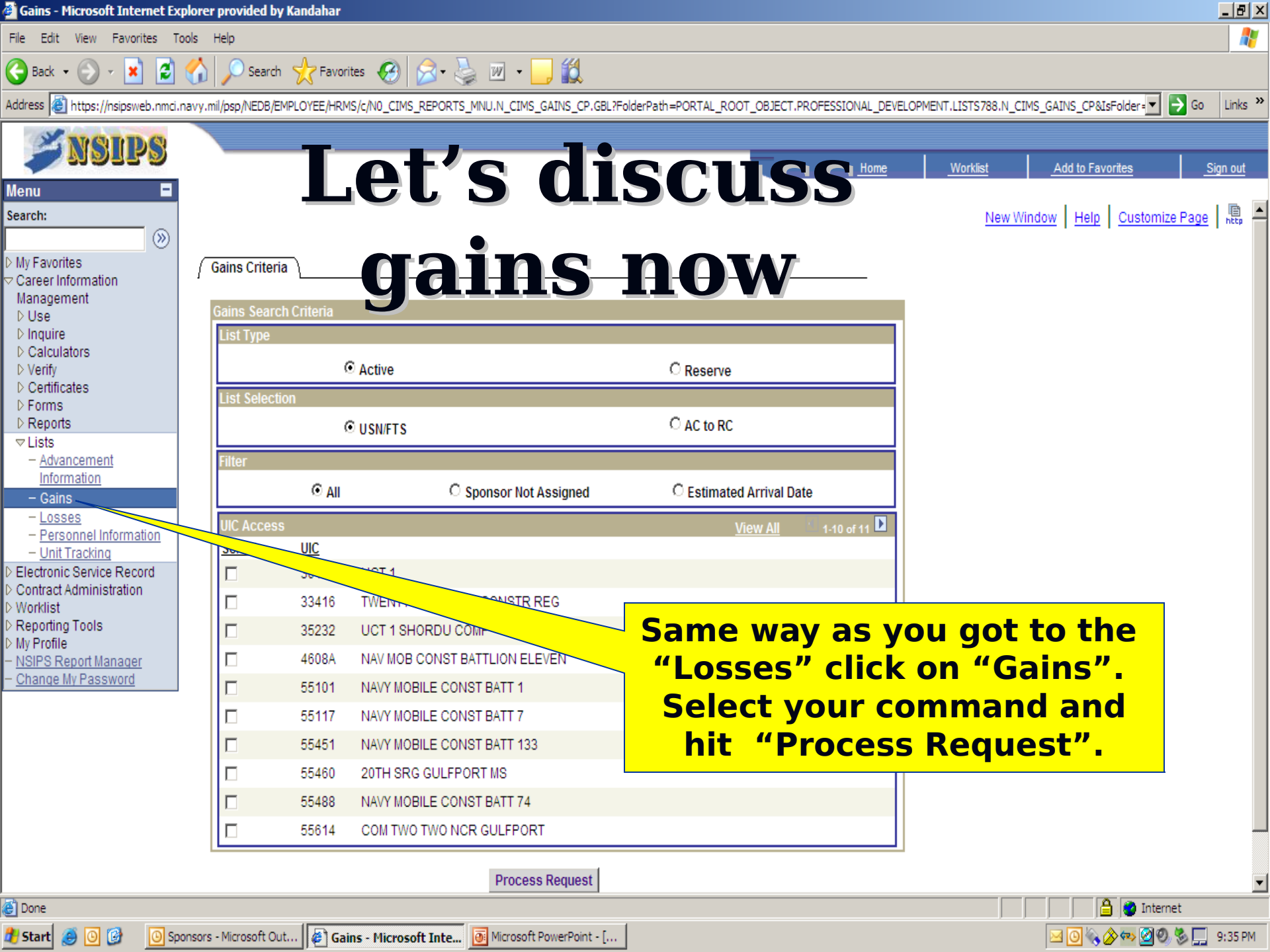
Inbox - Microsoft Outlook
Microsoft PowerPoint - [...
Losses - Microsoft Int...
untitled - Paint
10:20 PM


Gains - Microsoft Internet Explorer provided by Kandahar
File Edit View Favorites Tools Help
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Change My Password
Let's discuss gains now
Gains Criteria
Gains Search Criteria
List Type
Active
Reserve
List Selection
USN/FTS
AC to RC
Filter
All
Sponsor Not Assigned
Estimated Arrival Date
UIC Access
View All
1-10 of 11
UIC
33416
35232
UCT 1 SHORDU COMP
4608A
NAV MOB CONST BATTLION ELEVEN
55101
NAVY MOBILE CONST BATT 1
55117
NAVY MOBILE CONST BATT 7
55451
NAVY MOBILE CONST BATT 133
55460
20TH SRG GULFPORT MS
55488
NAVY MOBILE CONST BATT 74
55614
COM TWO TWO NCR GULFPORT
Process Request
Same way as you got to the "Losses" click on "Gains". Select your command and hit "Process Request".
Done
Internet
Start
Sponsors - Microsoft Out...
Gains - Microsoft Inte...
Microsoft PowerPoint - [...
9:35 PM

Gains - Microsoft Internet Explorer provided by Kandahar

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Address https://nsipsweb.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/c/N0_CIMS_REPORTS_MNU.N_CIMS_GAINS_CP.GBL

Go Links

Hey!... It's that little icon again. If you click on this you should get contact information on your new gain. Let's see if it works.

NSIPS

Sign out

Customize Page

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- Change My Password

Gains Criteria | Gains List

USN/FTS Prospective Gains Listing

Customize | Find | View All | First 1-

Rank/Rate Name	Contact Info	Ord#	DNEC	ULT UIC	ULT ACC	Detach UIC	Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	Sponsor Assigned	Modify Sponsor
			0000		100		01/31/2009	02/16/2009	03/16/2009		Modify Sponsor
			0055		100		02/28/2009		03/11/2009		Modify Sponsor
			0000		100		04/30/2009		06/12/2009		Modify Sponsor
			0000		100		07/31/2009		09/14/2009		Modify Sponsor
			0055		100		02/28/2009		03/13/2009		Modify Sponsor

Display SSN Do Not Display SSN

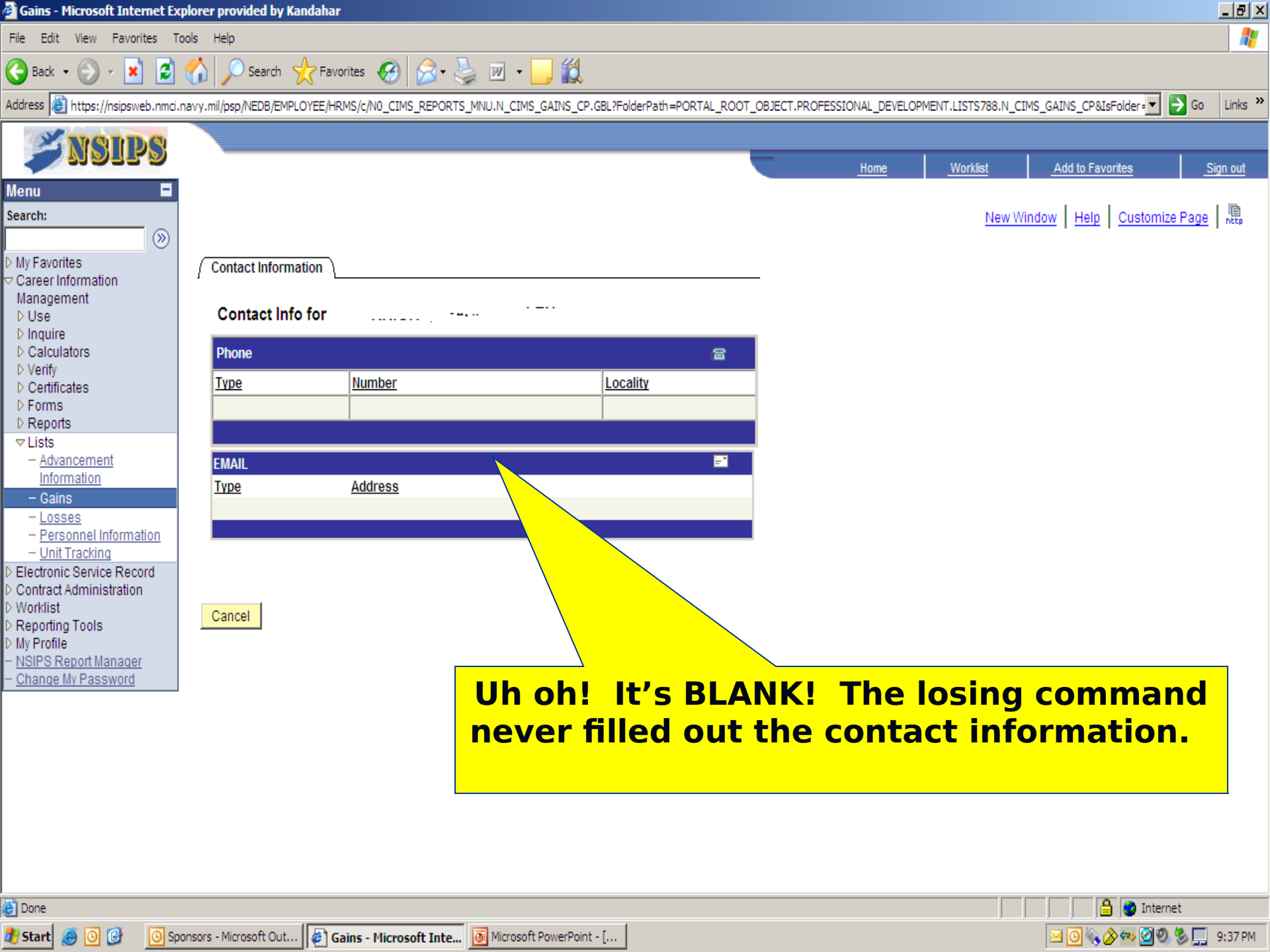
Previous tab Next tab

Gains Criteria | Gains List

Done

Internet

Start Sponsors - Microsoft Out... Gains - Microsoft Inte... Microsoft PowerPoint - [... 9:36 PM


Gains - Microsoft Internet Explorer provided by Kandahar
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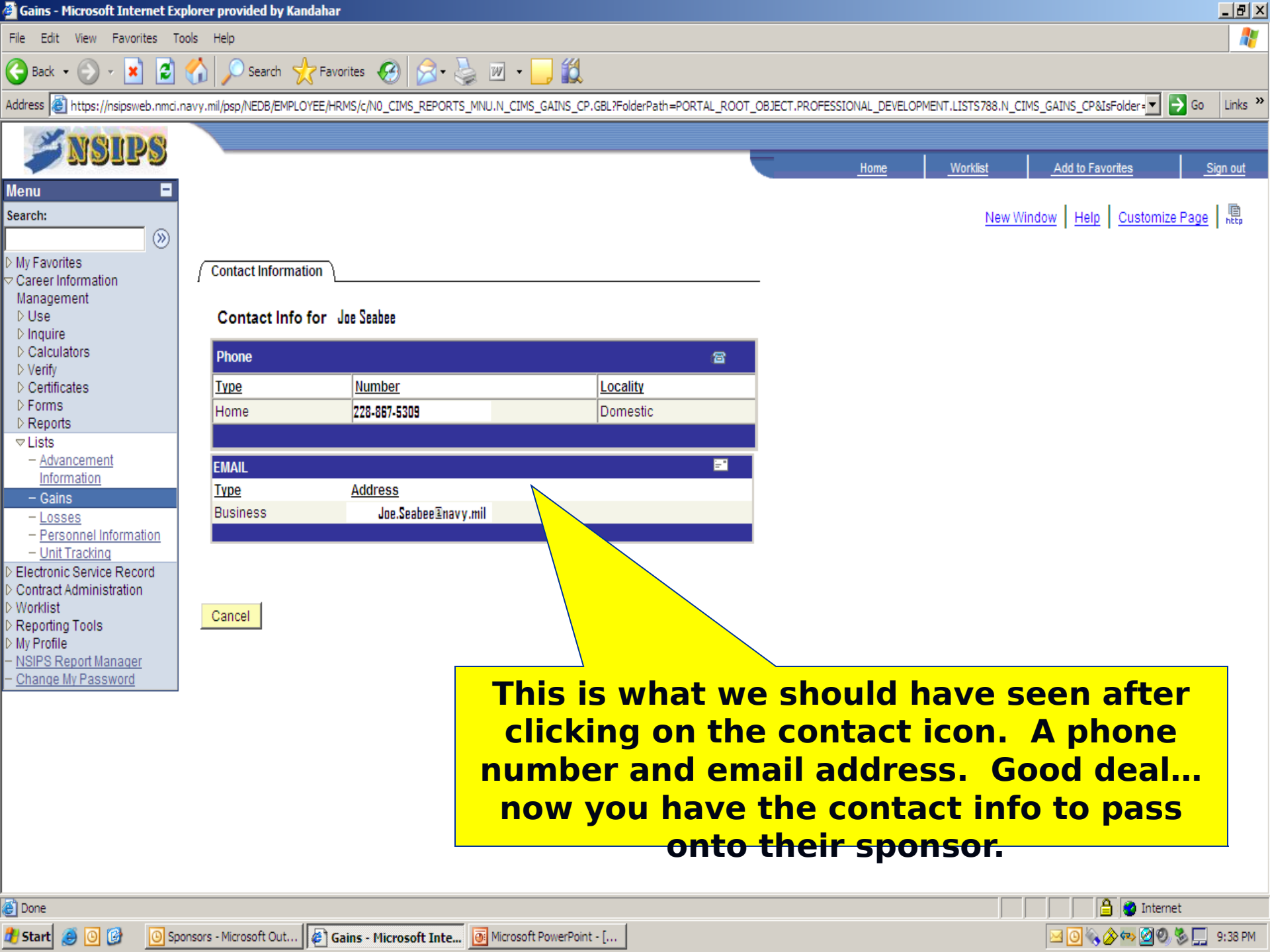
Advancement Information
Gains
Losses
Personnel Information
Unit Tracking
Electronic Service Record
Contract Administration
Worklist
Reporting Tools
My Profile
NSIPS Report Manager
Change My Password
New Window Help Customize Page
Contact Information
Contact Info for
Phone
Type Number Locality
EMAIL
Type Address
Cancel
Uh oh! It's BLANK! The losing command never filled out the contact information.
Done
Internet
Start
Sponsors - Microsoft Out...
Gains - Microsoft Inte...
Microsoft PowerPoint - [...
9:37 PM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NSIPS Report Manager
Change My Password
New Window Help Customize Page
Contact Information
Contact Info for Joe Seabee
Phone
Type Number Locality
Home 228-867-5309 Domestic
EMAIL
Type Address
Business Joe.Seabee@navy.mil
Cancel
This is what we should have seen after clicking on the contact icon. A phone number and email address. Good deal… now you have the contact info to pass onto their sponsor.
Done
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Microsoft PowerPoint - [...
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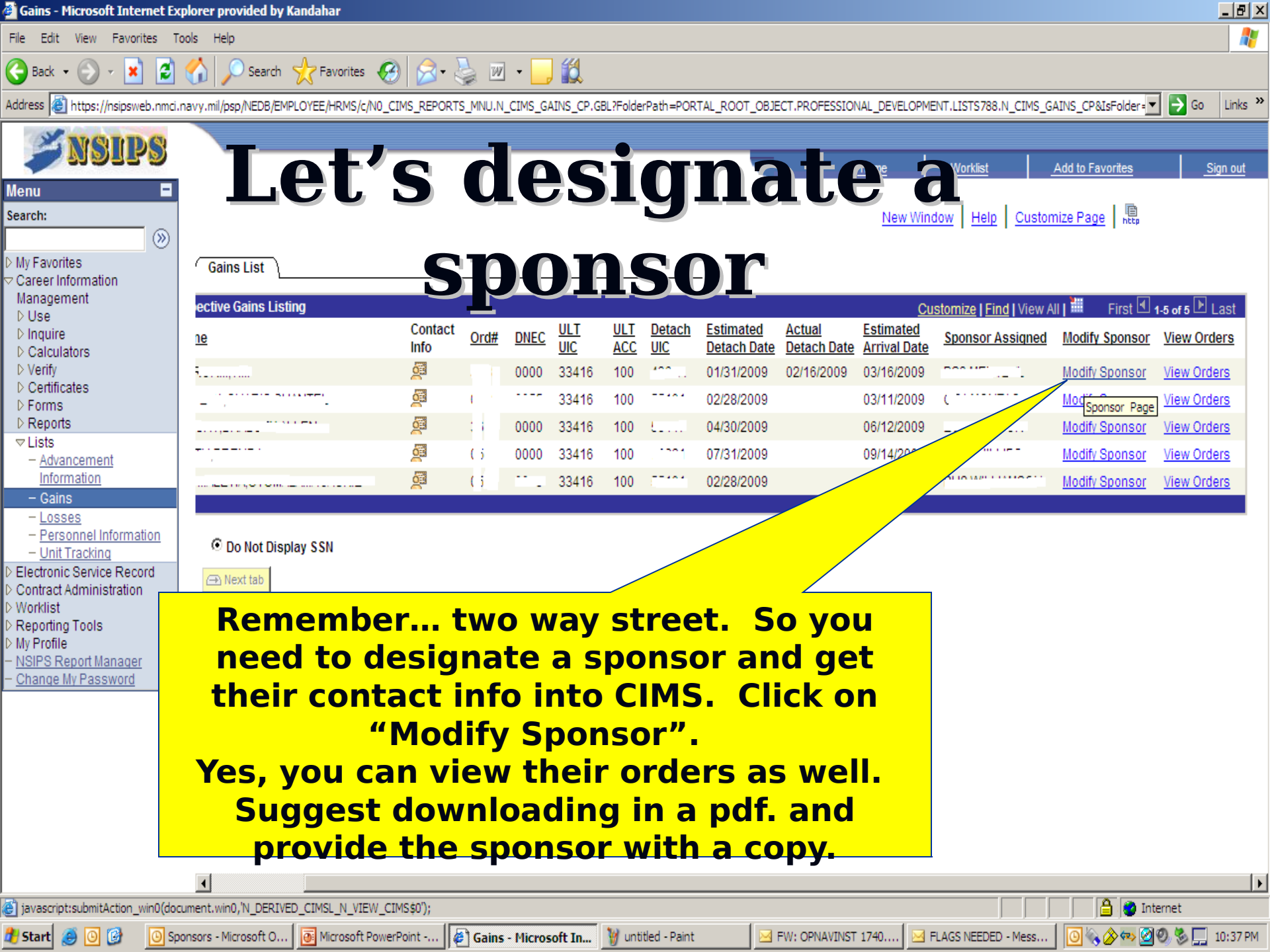
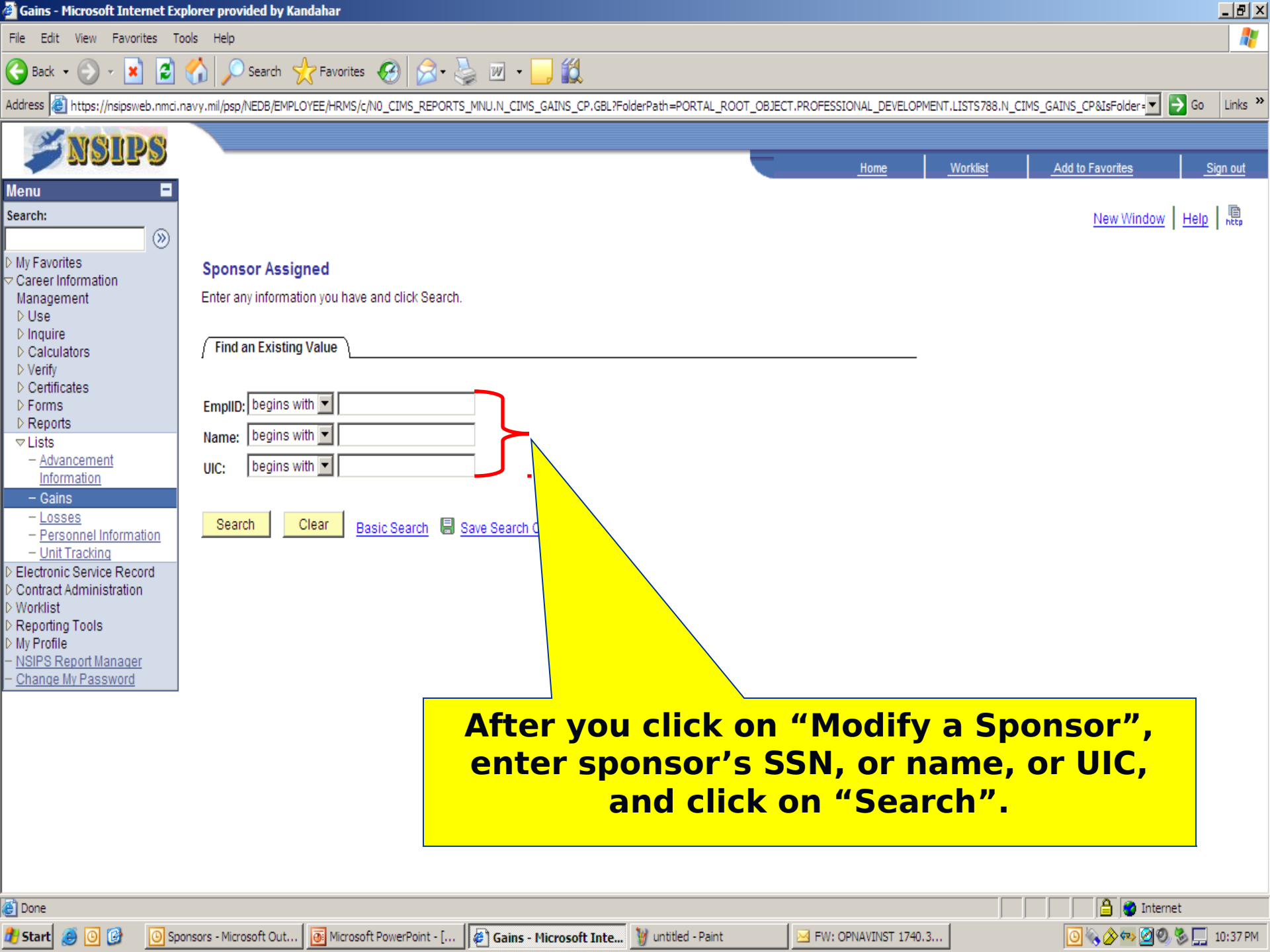
Let's designate a sponsor



Remember… two way street. So you need to designate a sponsor and get their contact info into CIMS. Click on "Modify Sponsor".

Yes, you can view their orders as well. Suggest downloading in a pdf. and provide the sponsor with a copy.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New Window Help
Sponsor Assigned
Enter any information you have and click Search.
Find an Existing Value
EmplID: begins with
Name: begins with
UIC: begins with
Search Clear Basic Search Save Search
After you click on “Modify a Sponsor”, enter sponsor’s SSN, or name, or UIC, and click on “Search”.
Done
Internet
Start
Sponsors - Microsoft Out...
Microsoft PowerPoint - [...
Gains - Microsoft Inte...
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FW: OPNAVINST 1740.3...
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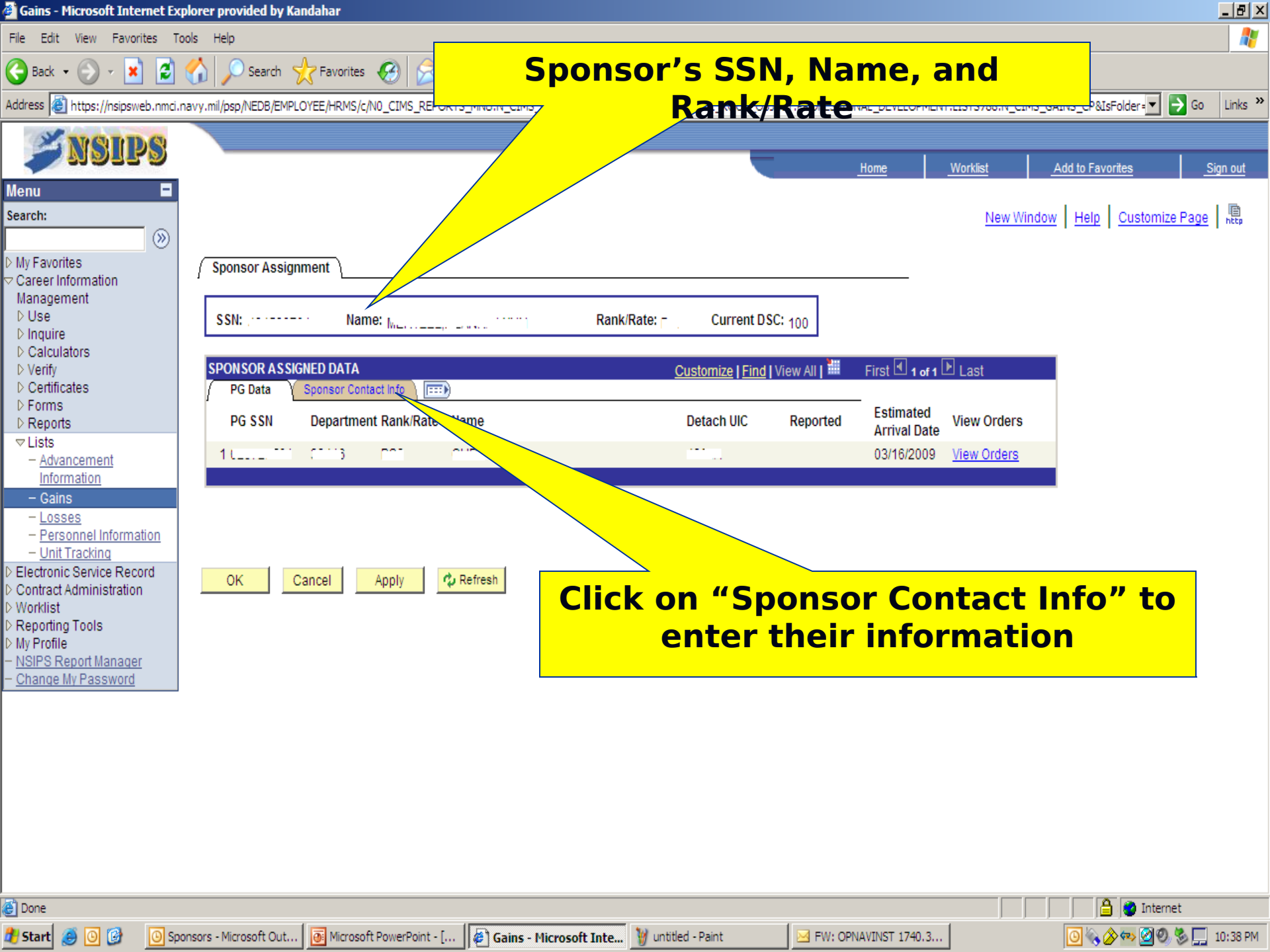
Gains - Microsoft Internet Explorer provided by Kandahar
Sponsor's SSN, Name, and Rank/Rate
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NSIPS Report Manager
Change My Password
Sponsor Assignment
SSN:
Name:
Rank/Rate:
Current DSC: 100
SPONSOR ASSIGNED DATA
Customize | Find | View All |
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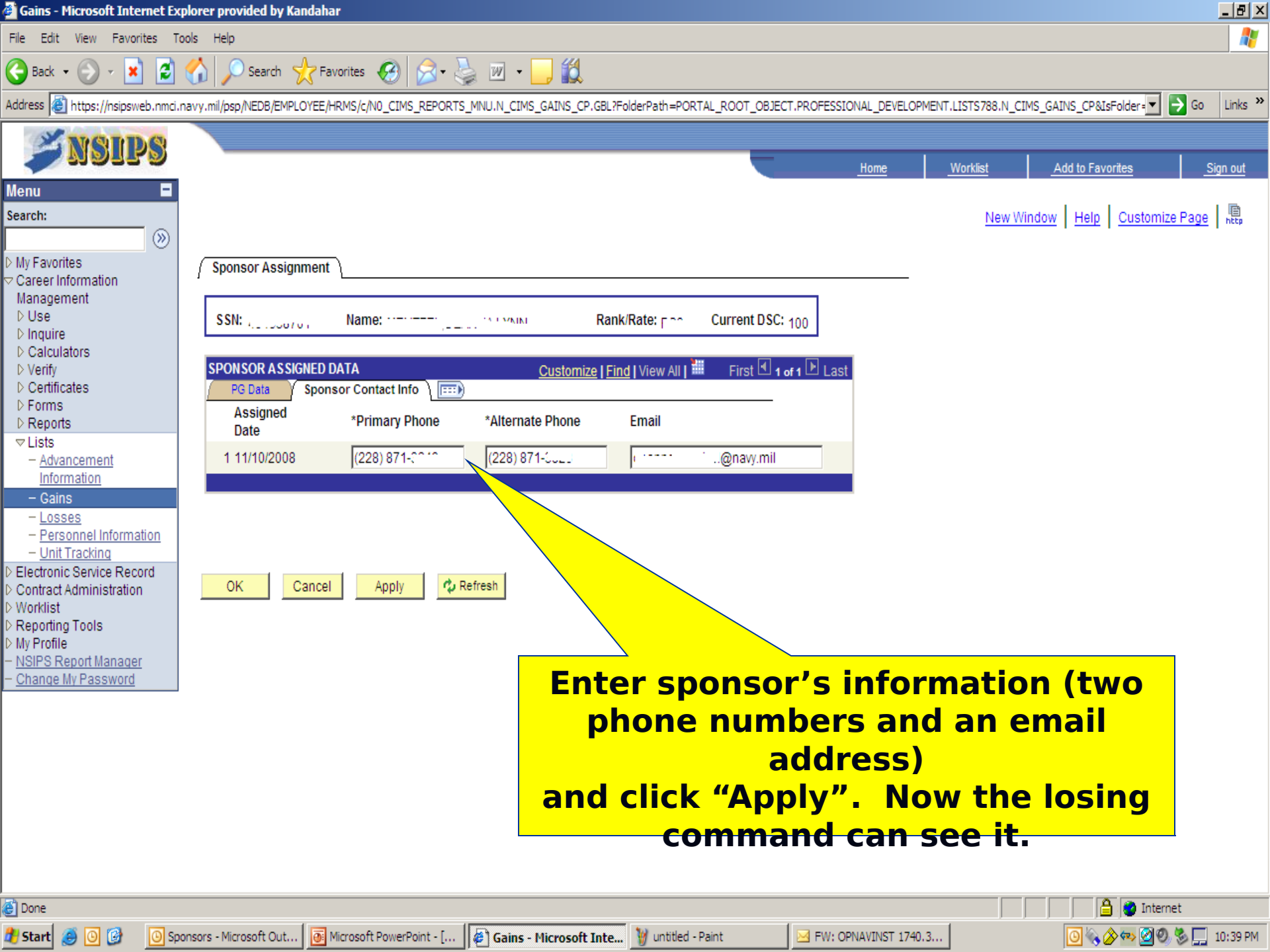
PG Data
Sponsor Contact Info
PG SSN
Department
Rank/Rate
Name
Detach UIC
Reported
Estimated Arrival Date
View Orders
03/16/2009
View Orders
OK
Cancel
Apply
Refresh
Click on "Sponsor Contact Info" to enter their information
Done
Internet
Start
Sponsors - Microsoft Out...
Microsoft PowerPoint - [...
Gains - Microsoft Inte...
untitled - Paint
FW: OPNAVINST 1740.3...
10:38 PM


Gains - Microsoft Internet Explorer provided by Kandahar
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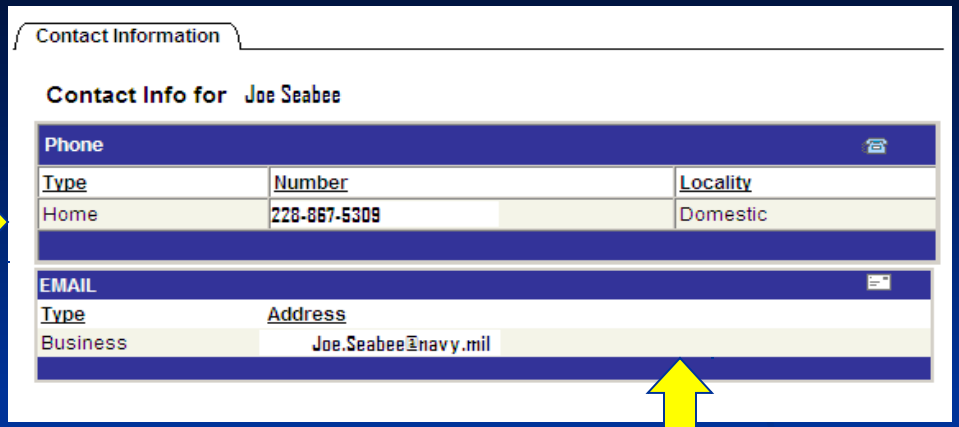
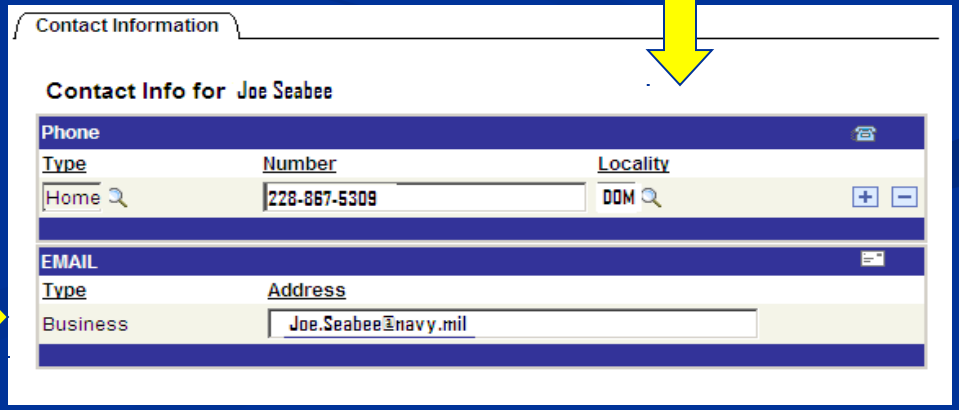
NSIPS Report Manager
Change My Password
New Window Help Customize Page
Sponsor Assignment
SSN: Name: Rank/Rate: Current DSC: 100
SPONSOR ASSIGNED DATA
Customize | Find | View All | First 1 of 1 Last
PG Data
Sponsor Contact Info
Assigned Date
*Primary Phone
*Alternate Phone
Email
1 11/10/2008
(228) 871-
(228) 871-
@navy.mil
OK
Cancel
Apply
Refresh
Enter sponsor's information (two phone numbers and an email address)
and click "Apply". Now the losing command can see it.
Done
Internet
Start
Sponsors - Microsoft Out...
Microsoft PowerPoint - [...
Gains - Microsoft Inte...
untitled - Paint
FW: OPNAVINST 1740.3...
10:39 PM

It does work!

- Losing command:
  - Input the prospective loss's contact info
  - Provide the member with sponsor's contact info



- Gaining command:
  - Designate sponsor and input contact info
  - View new gain's contact info and provide to sponsor



Full Circle

- So you see both gaining and losing commands play a vital role in the Sponsorship Program.
- Get into CIMS… help your fellow CCC or CSC (Command Sponsorship Coordinator) out.

  More importantly… help your shipmate make that transition from one command to another an easy one.
- Don’t forget to provide Pers-455 with The Command Sponsor Coordinator’s contact information at this email address: mill_pers-455inbox@navy.mil